



## Notice of Minor Changes to School Directory

This application is used to notify the Tennessee Department of Education of minor updates to information contained in the SDE TN School Directory.

### Instructions:

- This form must be filled out only by the district School Directory contact.
- Fill out this form and submit to [school.directory@tn.gov](mailto:school.directory@tn.gov)
- If you have questions about this application, contact School Directory staff by e-mail at [school.directory@tn.gov](mailto:school.directory@tn.gov).

#### Use this form only for the following changes:

- Principal Name
- Principal Email
- Superintendent Name
- Superintendent Email
- School Website
- District Website
- Phone Number

#### Do **not** fill out this form for the following reasons:

- Changing Grade Configurations for a school
- Obtaining a new school number
- Closing a school

*For these changes, please fill out a [school approval form](#) which is located on the TN D.O.E. website.*

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### Today's Date:

### Information for Person Submitting this form:

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

### District Information:

Name \_\_\_\_\_

Number \_\_\_\_\_

If you are updating Principal or Superintendent names, please provide updated emails also.

School Number	School Name	Current Information on SDE	New Information

*Last revised: January 2018*